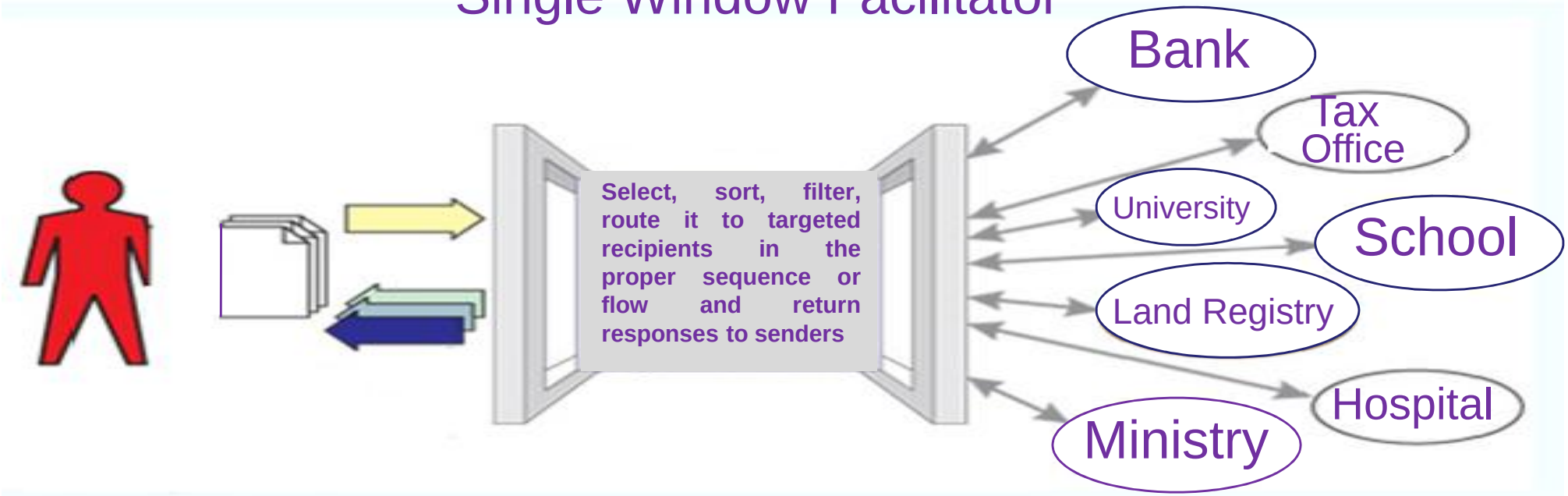
Fundamentals of Post Office Self-Survival

Single Window Facilitator



For All Departments

&

Registrar of Deed & Documents Through Postal Correspondence

Presented by : Roshan Chapagain

Role of Registrar of Deed & Documents Through Postal Correspondence

MoU With Different States & UoI for Performing Registrar of Deed & Documents

Each document at first Hand will be generated after filling web-based solution of the Post Office. Stamp duty will be paid through RuPay Card

Is it not possible each state Head Quarter of Post Office perform as Registrar of Deed & Documents ?

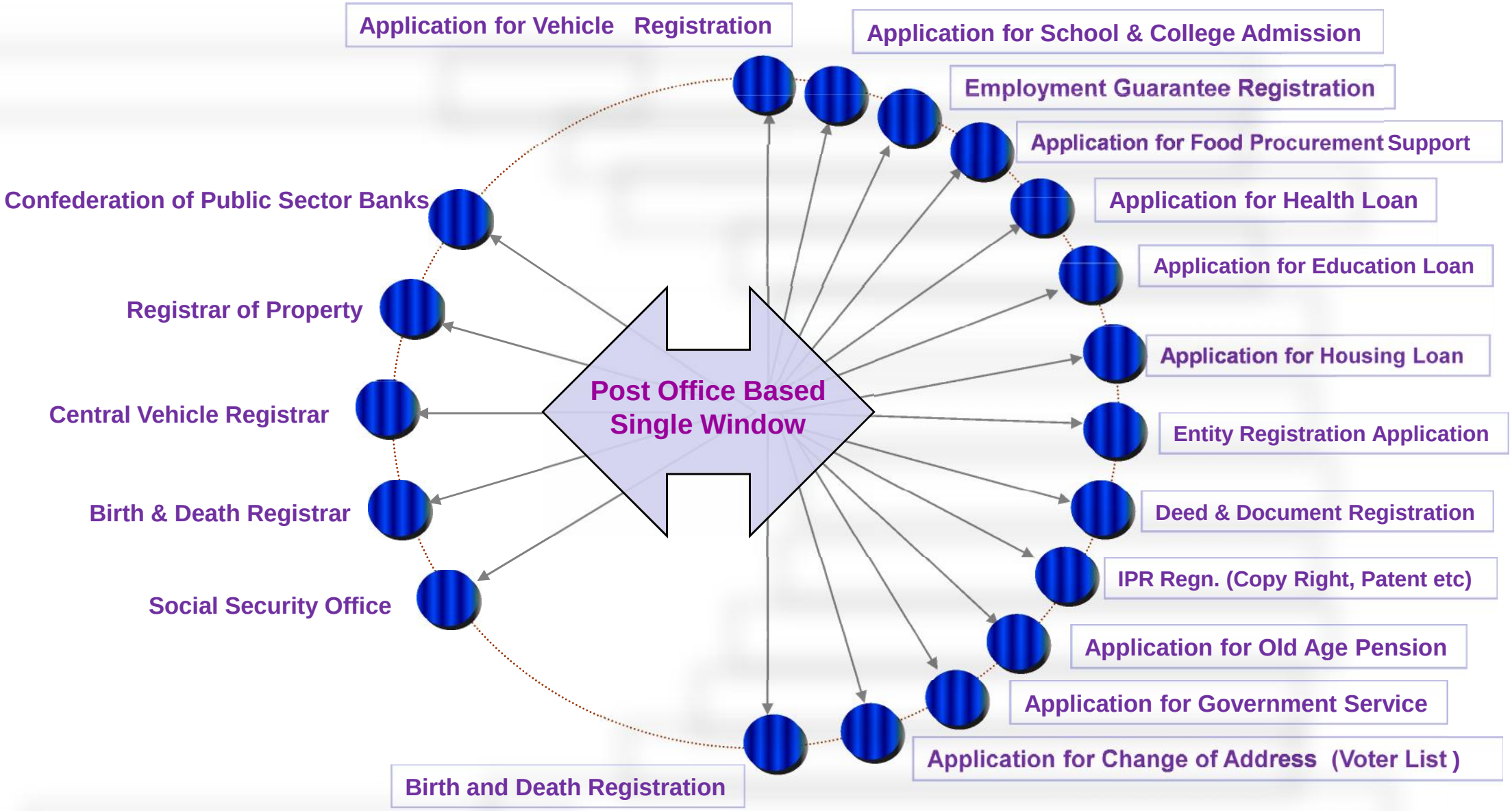
Such party / parties will thereafter sign /thumb each pages of such document. Put it on spiral binding and drop it before Post Office letter receipt vending machine

Staff of Confederation of bank stationed at post office branch will attest all signatures and AADHAR staff will attest thumb marks

Why we compel residents to visit sub-registrar office for recording of minor nature rent agreement ?

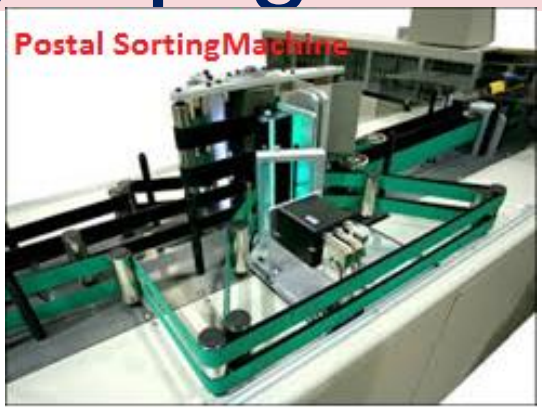
Post Office will send such documents to State Post Office for Store. It will Scan /web display signed numbered Documents . Thereafter it will send one each certified copy back to signatory

Post Office Centric Single Window


Application for Vehicle Registration
Application for School & College Admission
Employment Guarantee Registration
Application for Food Procurement Support
Application for Health Loan
Application for Education Loan
Application for Housing Loan
Entity Registration Application
Deed & Document Registration
IPR Regn. (Copy Right, Patent etc)
Application for Old Age Pension
Application for Government Service
Application for Change of Address (Voter List)
Birth and Death Registration
Social Security Office
Birth & Death Registrar
Central Vehicle Registrar
Registrar of Property
Confederation of Public Sector Banks
Post Office Based
Single Window

Necessary Up-gradation

Post office booking closes after 3.00 p.m. every where now a days. It is necessary to provide 24 X 7 postal booking machine at major places.



Bar Code Based Postal Sorting Machine at each post office is also necessary due to high cost of labour.

Multiple automated Postal centre may also be necessary in busy places.

Multiple Purpose Tricycle. It is visible and it can be used For booking, collection from vending machine and delivery of postal letters to each home.

All these finger print authentication smart phone will ensure true delivery

Minimum Requirement for Post Office Based Single Window System

AADHAR Office + *National Population Registrar* = ***Social Security Office***

AADHAR Letter + *Additional Data, viz. Signature Etc. of Residents* = *Verifiable Biometric Smart Card*

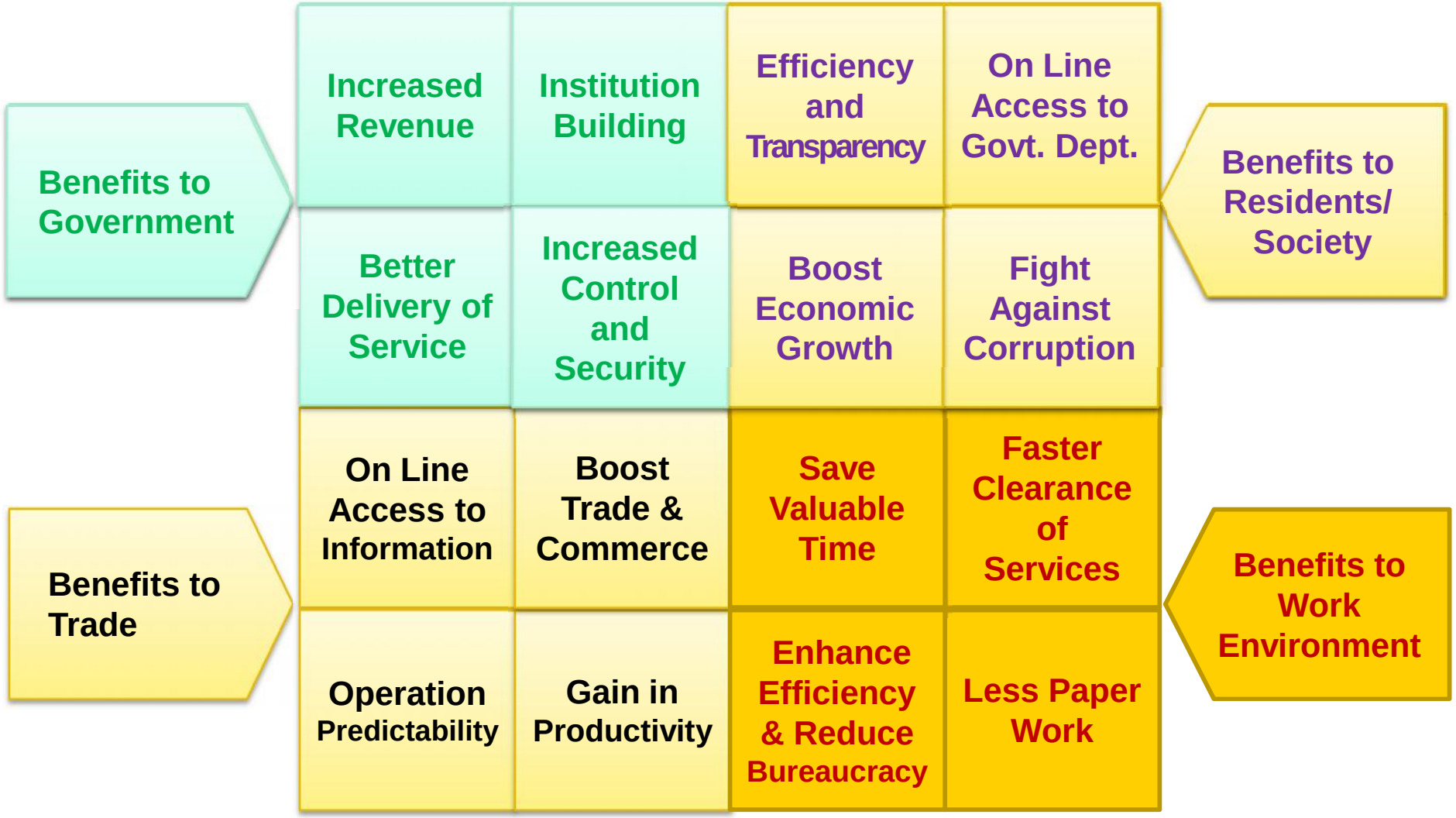
= *Online Finger Print Verifiable Smart Card to Every Residents above 5 Years age* = *Smart Card can be used for using it as all mode travel Smart Card & multiple (including postal) booking etc.*

One Mobile Phone SIM will also be given to resident. Such AADHAR No. will be Reg. Mobile No. Resident are free to Chose Provider + *Plus PIN code for Registered Email + Reg. Govt. Blog (like Facebook). Aadhar No. will be addresses* = *Such Registered Mobile SIM + Registered email + Reg. Blog will assist / create semi digital signature for residents*

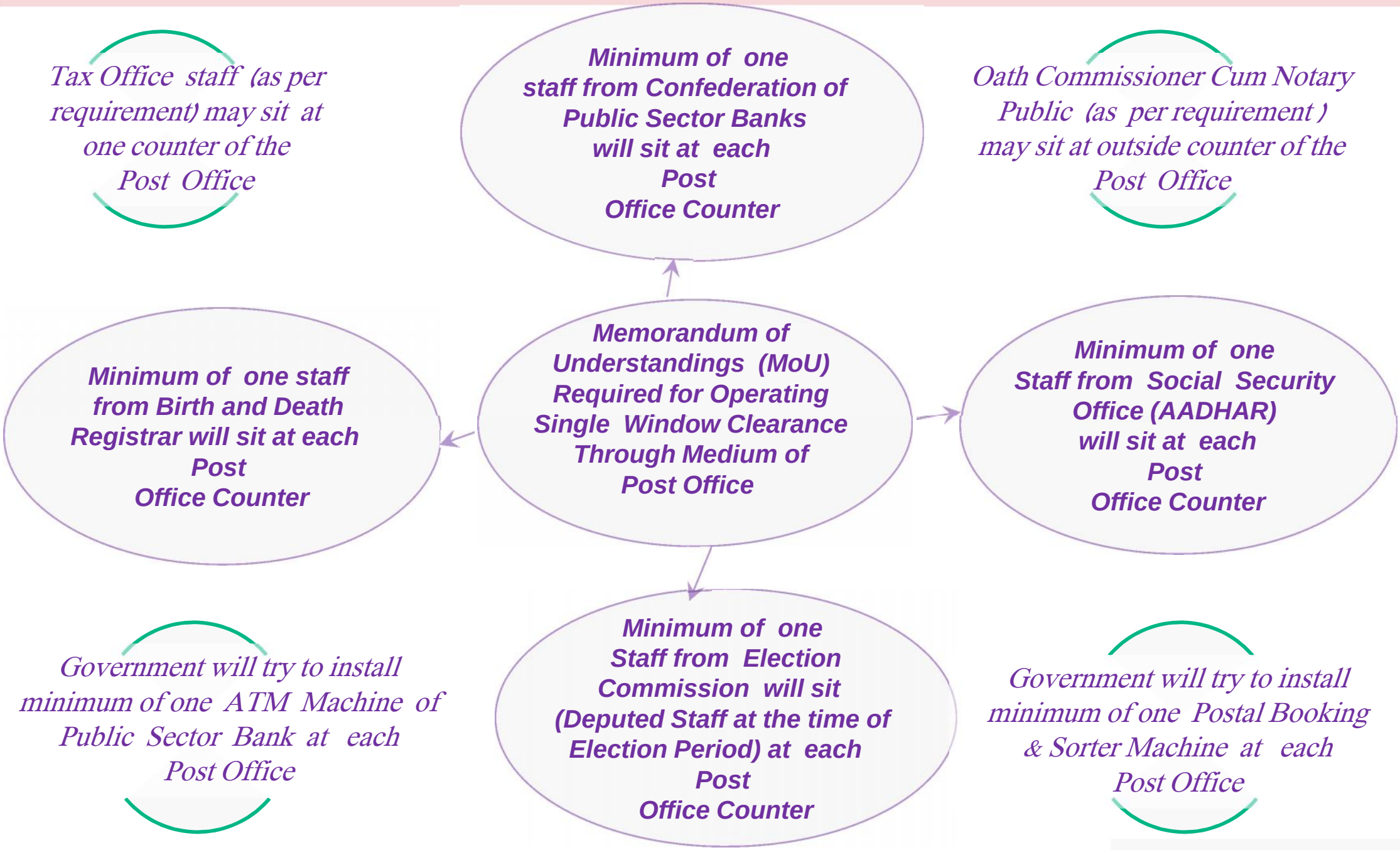
Necessary Modernization to Handle Single Window Delivery System

- Post Office will allocate separate PIN code (along with sub-code to branch) to each MoU Party.
- Each Post Office staff & MoU agent staffs will be provided Smart Card & Smart Phone with finger print verifiable from AADHAR data.
- Biometric AADHAR card & RuPay Debit card can be used for booking of letters and delivery identification purposes.
- Post Office will develop and use advance logistic & delivery software and it will up-grade its office paper less.
- Post Office will try to provide battery operated try-cycle for the purpose of booking, collection of letters and distribution of letters.
- Post Office will endeavor to install postal letter collection vending machine at each locality. Such machine will divide letters into local and outside letters so that such try-cycle post man can distribute local letters on the same day.
- Such Postal vending machine will atomize system and create extra hand to support single window delivery system.
- Smart phone will work as key to open vending machine and it will automatically copy all letter information to such smart phone at one go.
- Postal letter bar code based sorter will be install at each post office to streamline the process.
- There will be two types of post delivery. (1) True Delivery (Bank ATM, Bank PIN, I Card etc) to the real person after finger print verification & (2) General Delivery will be made at the address of the addressee.

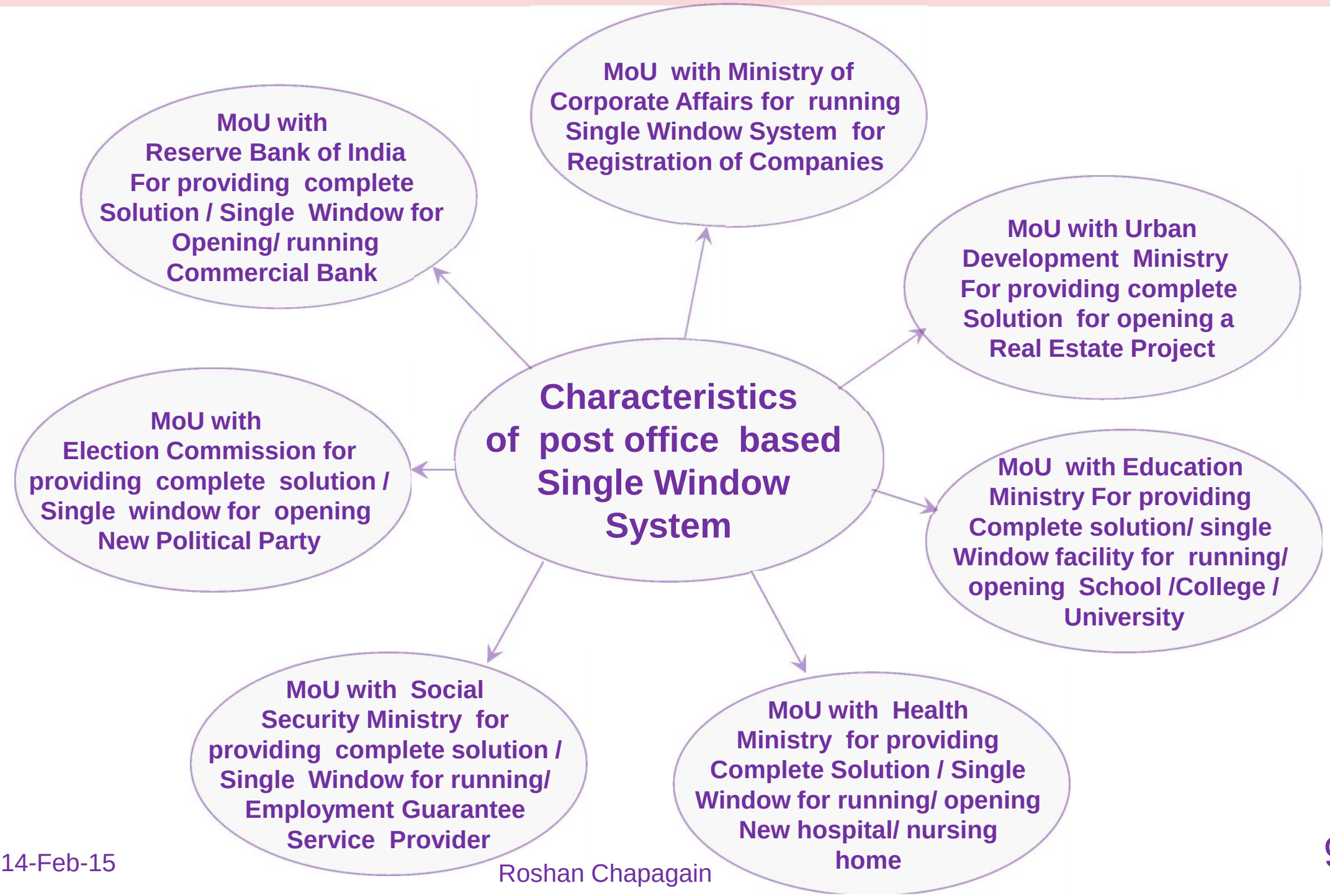
Benefits of Post Office Led Single Window System



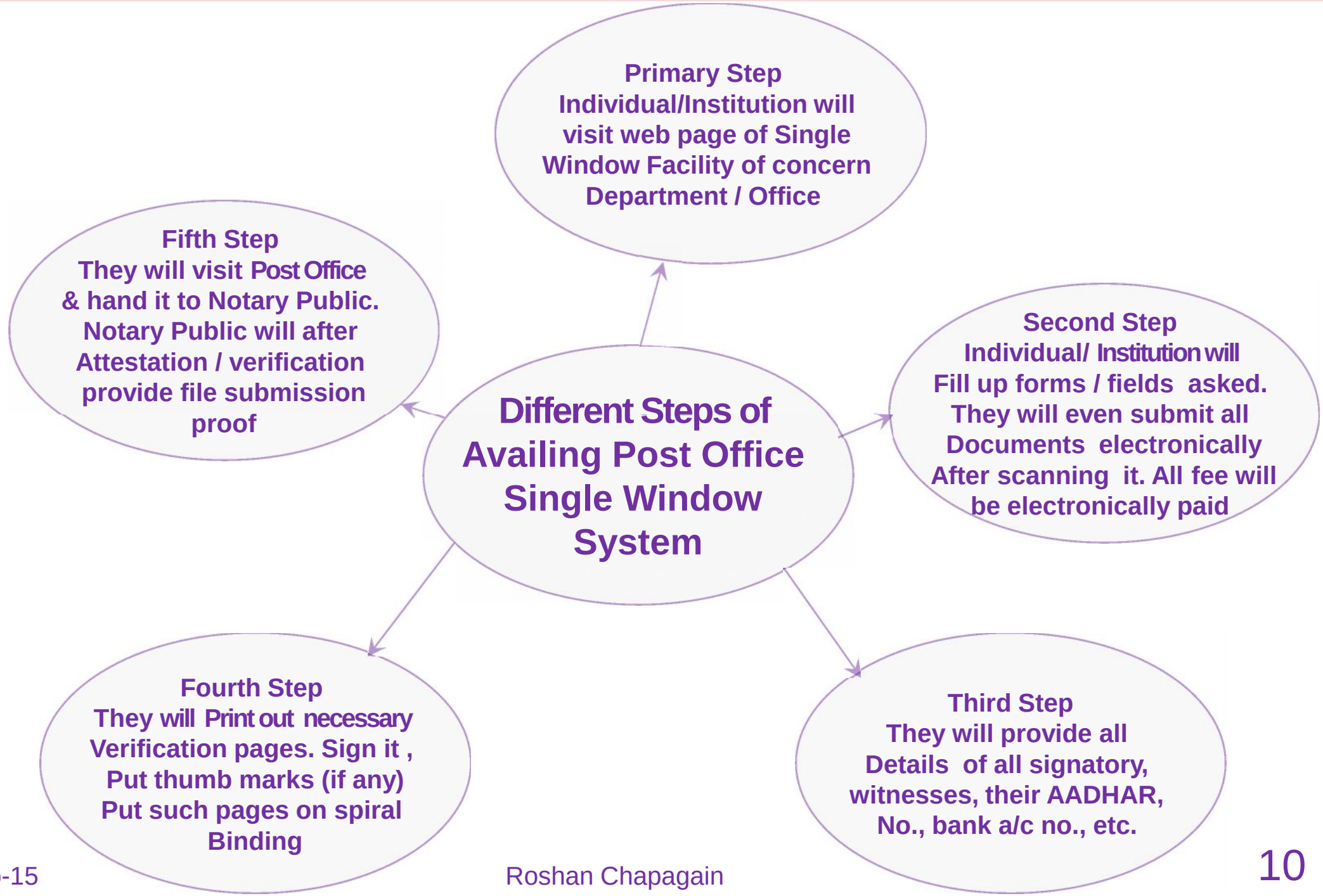
Basic Requirement for Post Office Based Single Window System


Tax Office staff (as per requirement) may sit at one counter of the Post Office
Minimum of one staff from Confederation of Public Sector Banks will sit at each Post Office Counter
Oath Commissioner Cum Notary Public (as per requirement) may sit at outside counter of the Post Office
Minimum of one staff from Birth and Death Registrar will sit at each Post Office Counter
Memorandum of Understandings (MoU) Required for Operating Single Window Clearance Through Medium of Post Office
Minimum of one Staff from Social Security Office (AADHAR) will sit at each Post Office Counter
Government will try to install minimum of one ATM Machine of Public Sector Bank at each Post Office
Minimum of one Staff from Election Commission will sit (Deputed Staff at the time of Election Period) at each Post Office Counter
Government will try to install minimum of one Postal Booking & Sorter Machine at each Post Office

Essential MoU With Other Departments/ Offices for Running Single Window Facilitator


Characteristics of post office based Single Window System
MoU with Ministry of Corporate Affairs for running Single Window System for Registration of Companies
MoU with Reserve Bank of India For providing complete Solution / Single Window for Opening/ running Commercial Bank
MoU with Urban Development Ministry For providing complete Solution for opening a Real Estate Project
MoU with Election Commission for providing complete solution / Single window for opening New Political Party
MoU with Education Ministry For providing Complete solution/ single Window facility for running/ opening School /College / University
MoU with Social Security Ministry for providing complete solution / Single Window for running/ Employment Guarantee Service Provider
MoU with Health Ministry for providing Complete Solution / Single Window for running/ opening New hospital/ nursing home

Steps of Submission of Papers in Post Office Based Single Window System


Primary Step
Individual/Institution will visit web page of Single Window Facility of concern Department / Office
Second Step
Individual/ Institution will Fill up forms / fields asked. They will even submit all Documents electronically After scanning it. All fee will be electronically paid
Third Step
They will provide all Details of all signatory, witnesses, their AADHAR, No., bank a/c no., etc.
Fourth Step
They will Print out necessary Verification pages. Sign it , Put thumb marks (if any) Put such pages on spiral Binding
Fifth Step
They will visit Post Office & hand it to Notary Public. Notary Public will after Attestation / verification provide file submission proof
Different Steps of Availing Post Office Single Window System

First Time Handling of Single Window Paper File Inside Post Office

1. Notary Public Cum Oath Commissioner (Notary) at Post Office will Receive File.

2. Notary will ensure all pages were properly signed/ thumbed & bind on transparent Plastic File

3. Notary will digitally verify & submit file inside post vending machine & hand over receipt to the Applicant

4. Post Office Staff will digitally verify receipt & hand over the document to staff of AADHAR

5. AADHAR staff will digitally verify & ensure all thumb marks pressed are true marks of respective residents.

6. AADHAR staff will physically verify such thumb marks & hand over the file to the staff of Confederation of Public Sector Bank (Bank Staff)

7. Bank Staff will physically verify all signatures as per bank A/c of respective signatory

8. Bank Staff will thereafter digitally verify the receipt of file at his desk

9. Bank Staff will hand over the file to post office staff

10. Post Office Staff will digitally verify receipt and book to PIN Code address of 1st Addressee of file.

Signature & Thumb Verification

Remember

Fee for All Particulars are Electronically Advance Paid at the Time of Electronic Submission of File

Model Transparent Plastic Sheet Covered Bind First Page of Single Window Clearance File

Addressee of Single Window Clearance File of Real Estate Company

1

To

The Chief Officer
Ministry of Environment & Forest, New Delhi

PIN- 110001

First Time Submit the File to 1st Addressee

2

To

The Chief Officer
Ministry of Urban Town Planning , New Delhi

PIN- 110002

3

To

The Chief Officer
Ministry of Civil Aviation, New Delhi

PIN- 110003

1st Addressee after clearance update web Information . Put Sealed Stamp on address No. 1 & book the file at Post Office to Address of 2nd Addressee

4

To

The Governor
Reserve Bank Of India, New Delhi

PIN- 110004

5

To

The Chief Officer
Delhi Development Authority, New Delhi

PIN- 110005

2nd, 3rd , 4th & 5th Address will repeat The same thing

6

To

The Registrar Deed & Documents, Delhi State Post Office, GPO, New Delhi

PIN- 110006

6th Addressee will Complete Registration. Scan & upload file on Web site & email to all Concerned parties. .

6th Addressee After Completion of Registration Will Send Final Registration Certificate to All Concerned Parties. It may also supply certified copies of complete file.

If any problem or defect please deliver file to applicant:-

Mr. Ram Kumar Awasthi, H. No. 3379, Sector-5 Noida, Gautam Budh Nagar, U.P.

PIN- 110032

How will You Ensure True Delivery to a Multiple Delivery File

भारतीय डाक
INDIA POST

4th Addressee

5th Addressee

6th Addressee, (Registrar of Deed & Documents

3rd Addressee

2nd Addressee

1st Addressee

Certified Copy of Registered File

Cycle of File Delivery

Applicant

1st Addressee

2nd Addressee

3rd Addressee

4th Addressee

5th Addressee

Applicant

Multi-Purpose Biometric Resident Card Useful for Booking Postal Letters

Postal Letter/ Parcel Receipt Vending Machine

Handling of Registration of Deed & Documents Through Postal Delivery

Post Office Network

8 AADHAR staff will attest Thumb Marks & dispatch it to State PO HQ

Notary will hand over document To Bank Staff. Bank Staff will Attest signatures 6

Applicant will spiral bind & Show to Notary Public 4

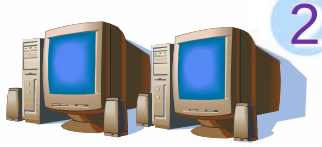
Applicant will print out DC registered document. Sign & Thumb as per need 3

Web Creation of Electronic Deed & Document 1

9 State PO HQ D&D Registrar register, scan , web upload & send certified copies to such Applicant(s)

Bank Staff after attestation Hand it over to AADHAR staff 7

Notary Public verify/ attest & provide receipt proof 5



2 **Post Office Data Centre**

Data Centre will record & generate document number

Automated Management Solution

Re-engineer back office

Simplify documentation & eliminate duplication

? **Roshan Chapagain**

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Thank You